



Office of Student Development

785-827-5541 ext. 1162 - 100 East Claflin - Salina, Kansas 67401 - FAX (785) 827-0927

Kansas Wesleyan University Teacher Credential Files Letter of Recommendation Request

_____ requests that you complete a recommendation on his/her behalf. Prospective organizations may review this recommendation to determine eligibility for placement of the individual candidate you are writing on behalf of.

The following may assist in developing a reference letter for the candidate:

- Utilize a personal letterhead or letterhead from your organization.
- Date of which the letter was written.
- The capacity in which you know the candidate.
- The unique qualities of the candidate as they apply to the position or graduate program, including academic ability, research ability, attitude toward study, potential as an original contributor to the field, dedication to the profession, creativity, ability to apply theory to practice, enthusiasm, etc.
- Examples that demonstrate specific skills and achievements of the candidate.
- A means for which people reading the letter may contact you: name, phone number, and/or email.

To be completed by the candidate (circle your choice):

1. I wish to have access to my recommendations.
2. I waive my right to have access to my recommendations

Candidate's Signature: _____ Date: _____

To be completed by the writer:

Signature of Writer _____ Phone #: _____

Organization: _____ City/State: _____

Completed recommendation letters should be returned to Kansas Wesleyan University

Bridget Weiser, 100 E. Claflin Ave., Salina, KS 67401 or emailed to bridget@kwu.edu